

eliminating racism empowering women

ywca job description

YWCA of Kalamazoo
Michigan
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Last Revised On: February 3, 2012

POSITION: **Community Educator – Sexual Assault Prevention and Education** **JOB CODE:** CEE

FUNCTION: To provide and coordinate community education programs and related services for the YWCA focused on sexual assault prevention and education.

QUALIFICATIONS:

1. Minimum of a Bachelor's degree in education, communications, human services or other related field required.
2. One year's public speaking experience required; classroom or group presentation experience preferred.
3. Demonstrated leadership skills.
4. Demonstrated ability to work with people of diverse backgrounds.

The following statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

RESPONSIBILITIES:

1. Facilitate awareness activities regarding sexual assault.
2. Plan, schedule and implement developmentally sound, age-appropriate educational programs in Kindergarten, elementary, middle and high schools and college age students.
3. Plan, schedule and implement appropriate educational programs to market services to the greater community at large.
4. Monitor curriculum, maintain evaluation of presentations, and develop and update materials as needed.
5. Train and supervise any volunteers who assist in the provision of services.
6. Maintain program participant records, collect statistics and submit reports as required.
7. Safeguard confidential information gained as a result of the job
8. Comply with applicable local, state and federal licensing/certification requirements and/or regulations.
9. Comply with Association policy regarding required reporting of child abuse, elder abuse, suicide and homicide.
10. As a YWCA employee, project a positive image of the Association and its programs to the community, the Association and the program.
11. Work cooperatively with program participants, YWCA staff and volunteers.
12. Perform other duties as assigned.

TRAINING REQUIREMENTS:

1. Familiarization with YWCA Personnel Policies, Mission, Purpose and One Imperative.
2. Appropriate training and in-service which will occur during employment.

HOURS OF WORK: Part-time. Flexible as a response to program needs and as arranged with supervisor.

STARTING WAGE RANGE: \$12.38 – 13.62 per hour.

FLSA STATUS: Non-Exempt

DEPARTMENT: YW-SAP

SUPERVISED BY: Program Director – Domestic & Sexual Assault